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**CITY OF OREM
BEAUTIFICATION COMMISSION Minutes
October 26, 2015
4:30 p.m.**

COMMISSION MEMBERS:

Jim Campbell	Chair
Carol Manwaring	Vice Chair
Barbara Campbell	
Sean Orullian	
Gayla Muir	
Chelsie Young	
Sheralyn Bennett	
Tanya Harmon	
Brent Sumner	City Council Representative
Reed Price	Staff Support
Lauren Gibb	Clerical

ABSENT:

Chelsie Young
Jim Campbell
Barbara Campbell

Carol Manwaring called the meeting to order. She *asked for a motion to approve* the minutes from September 2015. Carol Manwaring *made a motion to approve* the minutes. Gayla Muir *seconded the motion. Motion passed unanimously.*

The committee went around the room introducing themselves. Carol explained yard recognition signs, which are metal signs committee members can award to community members with well-maintained yards in their designated areas. Committee members are encouraged to award signs to homes that seem to be making an effort to beautify their neighborhood. Committee members are also encouraged to look out for houses that seem to DIY, as opposed to paying a professional landscaper. The point isn't to expect people to pay lots of money, to put in elaborate flower beds. The point is to have the properties look cared for. When awarding a sign, a committee member needs to put the sign in the yard, have the awardee sign the form saying we can post their picture on our bulletin board at the City Center, and take their picture. Please have the awardee put the sign in themselves, so that the commission will not be liable if sprinkler lines are cut, or something of that nature. Essentially, hand them the sign, take a picture of them holding it in their yard, and come by at the end of the month to pick it up. Awards have generally been awarded June-August, but that is subject to change. If you see a nice yard in another committee member's area, feel free to let that committee member know. The beautification yard awards was going really well a few years ago, and in recent years, the commission had been focusing more on hanging flower pots. Carol asked to make yard awards a priority come spring. In the past, yard awardees had been given a \$25 gift card to a local nursery, but then the commission decided to use that money to jump start a bigger project. That's something that can be changed back, and Carol wanted to make sure the commission was aware that it is an option. Sean mentioned that

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he feels that having giving recognition and a physical award is enough. Sean likes the idea of recognizing the yards for a longer time, i.e. April-September. Sean would like to award a minimum of 2 awards per area for the months that have been decided upon. Gayla mentioned that many award winners are ready to be done with the sign by the end of the month, so she has begun picking them up after 3 weeks, as opposed to a month. The award winners are sent a letter, signed by the mayor that congratulates them on receiving the award. Lauren is in charge of sending that letter out, but she can only send them out when permission slips are returned (with address, name, month they received award) from the Beautification Commission. Also, new members are encouraged to wear their green Beautification Commission polos when they do the awards, as well as bring City of Orem name badges with them, which they can have made at the HR office in the City Center. Carol asked if they could vote to extend the months that yard awards are done. Reed stated that we should wait until the next meeting so that it could be put on the agenda more specifically (i.e. "Consider changing by-laws to allow expanding award times"). Sheralynn asked if the group had a facebook page. Sean mentions that the city and the beautification commission have separate facebook accounts. Carol mentions that the Campbells maintain the beautification bulletin board at the City Center, right by the Utility Billing office. Carol mentioned that if anyone on the commission has a certain interest that they want to head up, there are subcommittees that can get things done. For example, Carol works closely with Cook's Greenhouse.

Carol Manwaring *asked for a motion* to make yard awards a priority in 2016. (Motion was not voted on). Carol moved on in the agenda. Carol asked if the City would be helping with the flower pot budget. There was some confusion over flower pots and hanging flower baskets, as well as who paid for either of those things. It was figured out that the Beautification Commission paid for both the flower pots and the hanging flower baskets. It was also discussed whether or not the hanging flower baskets should continue to be hung along the south side of Center Street, along the Smith's Grocery store parking lot. Carol suggests that the City move the entire south side flower baskets over to the City Center side of Center St. Carol said she would continue to go down to Cook's Greenhouse to order the flower baskets. Reed asked that the group draw up a budget of what they think they need. In January, budget discussions begin with the City Council. Example "The Beautification has been receiving \$2500, it has been used on (unintelligible), (unintelligible) are the programs we've been using the money on, (unintelligible) are the programs we'd like to add". At which point Reed would take that to the council.

Carol then explained the hanging flower baskets. There are 28 hanging baskets around the City Center. The City has donated a watering truck and an employee to water the baskets. The Beautification's next project was flower pots. The Beautification Commission pays for part, private donations pay for part, and the businesses pay for part of the pot. The purpose is to add beautification to businesses that don't have trees or opportunities to landscape. There were some businesses that had landscape and still wanted to be part of the flower pot program, which is awesome. In 2015, the Beautification Commission picked up the flower pots from Cooke's Greenhouse, dropped them off at the business at the start of summer, the business cared for the pots, and then the Beautification Commission picked them up at the end of flower's season. Carol thinks that the business that did it last year should begin to take on that project for themselves. Cook's will give the businesses a discount, the businesses will be in charge of ordering, picking up, caring, and dropping off their pot at the end of the flower's season, so that it will be up to the business to maintain the program after they have done it with the Beautification Commission once. That way, the Commission can find 14 new businesses this

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year, with the expectation that the original business will continue the tradition the Beautification Commission assisted with the previous year, and that it would catch on. Last year, the Beautification Commission knocked on businesses doors to find interested parties. Carol asked if there was an application process, which there is not, but it would be great. Sean asked if pictures have been taken. Carol and Jim both took pictures of some of the flower pots when they were at the peak of their color and growth. Gayla mentioned that a sandwich places that had a flower pot really enjoyed it because it created a nicer ambiance, and the Beautification Commission helped them see that it was a possibility that the business hadn't thought of before. Chick-fil-a and Carol's Copy have said they will do their own flower pot for 2016. Jiffy Lube wasn't as excited other businesses, but if a business isn't interested in doing it again, that's alright. Brent Sumner mentioned a concern, as a business owner, it's easy to put this project off. "I could do it tomorrow, or next week, or never get around to it". Carol mentioned that the Beautification Commission could do something to encourage them, like send a letter in February with a coupon, and a reminder to order them in time to have them planted early enough that they can get picked up in April. or they won't get the discount. Carol mentioned a contact at Cooke's Greenhouse has a coupon made up. Carol wants to encourage the flower pot program to grow, but the cost and physical liability of picking up, dropping off, moving pots could be a concern. Brent asked how much the cost was going to be for the business in 2016. Carol mentioned that the Beautification Commission wouldn't be underwriting part of the cost, it would all be on the business. It will probably be \$95 for the business in 2016. Reed asked that we make certain the Beautification Commission is upfront with that to the business in the upcoming year. Brent asked if there was a plaque or some sort of sign to display at the business to show that the business in in support of the City of Orem, or the Beautification Commission, that would be ideal. Sean had the idea of making a nice card printed and laminated, and post it with a 3-pronged plastic stake into the flower pot. Gayla asked how long the discount would be in place, and Carol wasn't certain how long it would be, and that she would ask Ryan and Cooke's Greenhouse. Sean Orullian *asked for a motion* to vote on the flower pot program. Carol Manwaring *made a motion* to approach 14 new businesses in 2016, and follow up with the 2015 business with a letter, a coupon for the pots, and some encouragement. Sean Orullian *seconded the motion. Motion passed unanimously.* Brent asked if it would be cheaper to go to Cooke's Greenhouse as a renewing member, or if it would be the same to go in as a regular person. Carol said that Cooke's is giving a considerable discount to people who are renewing. Brent asked if he wanted 4 pots done instead of his original 3, would he still be able to get a discount on the 4th pot, and Carol said she wasn't certain.

Carol brought up the next agenda point, which is Neighborhood in Action. She wanted to have them do a presentation in February, if possible. Reed clarified if Carol wanted the details of how to organize neighborhood clean ups in their own neighborhoods. Carol expressed some interest in becoming more of a partnership with Neighborhood in Action.

Fiscal Review. Reed mentioned that the Commission was \$400 under budget for the 2014-2015 FY. As of October 26th 2015, the Commission had spent about \$18, which left \$2484.86 (Fiscal Year began July 1st, 2015, and ends June 30, 2016). At this point, Carol asked if anyone had any accounting know-how, who would be willing to assist in staying on top of the fiscal budget.

Tanya volunteered to take on that project. Reed asked if that meant that any Beautification Commission member needed have their receipts go through Tanya. Carol clarified that Tanya could be in charge of reminding people to turn in receipts and to stay aware of the budget, and makes sure the Commission hits the Fiscal Year deadline (June 30th, 2016). Reed said that,

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essentially, the Commission is going to want to have a financial report agenda item on each. Tanya mentioned that if the commission is going to ask for more money, we need to make sure we are spending it correctly. Last fiscal year (ending June 30, 2015), the commission had money left over. The previous fiscal year (ending June 2014), the leftover money was used to prepay on the flower pots, and that could have happened this year, but time ran out. That's part of the reason having someone assigned to be aware of where the budget is at could be very helpful. Annual review is in February, the date is unknown at this time. It is an opportunity for the Beautification Commission to be reviewed by the City Council. A slide show of the previous calendar year's accomplishments is presented, and the 2016 goals are reviewed. The slide show is broken up between the commission members (i.e. Carol discusses flower pots, Sean discusses the facebook page, Gayla talked about the beautification awards). The January meeting will be spent preparing for that presentation. Sean will get the power point presentation from Aaron. Gayla mentioned that the January 2016 meeting may be pretty heavy duty, because they'll also want to include the new budget. Carol said the group would discuss the changes via e-mail, and that she would meet with Tanya before the presentation, and that Tanya would be in charge of that portion of the presentation

Sean mentioned that holiday light awards need to be printed. Lauren and Reed agree that the City staff could print them, send them to the Mayor to be signed, and then have Jim sign them for the commission members to hand out to community members who have nice looking holidays lights. Carol also asked new committee members to stay afterwards to give their shirts sizes to Carol so she can order their polos if needed. There was also a discussion to figure out neighborhood assignments. Carol thanked the new commission members and City staff. Sean mentioned that it will be nice to have more commission members because more help will be needed for the Summerfest Parade.

Carol Manwaring called the meeting to a close. Carol Manwaring *asked for a motion to close* the meeting. Carol Manwaring *made a motion to close* the meeting. Gayla Muir *seconded the motion. Motion passed unanimously*